

FOR NEW APPLICANTS ONLY!
2008/2009 SRP CHECKLIST & OFFICE INFORMATION

- ☐ Complete Special Recreation Application & Permit form with an **original signature**. SRP application submitted to the El Centro Field Office **14 days prior** to the 1st vending date.
- ☐ Copy of a **valid drivers license** and/or identification card for all employees involved in the business. Copy of the vehicle **registration**, and vehicle **insurance** policy.
- ☐ Signed and completed **Vendor Supplemental Information Form**. Retain a copy of the Vendor Stipulations (Appendix A). Provide the Business license, Insurance expiration and the CA BOE Seller's Permit number.
- ☐ Complete Vendor **Update/Change Form**. Include each vending location and the associated vending dates.
- ☐ Complete **Vendor Vehicle Sheet**, list commercial vehicles and camping vehicles separately.
- ☐ Complete **list of products** and/or services to be sold, such as a food menu and/or clothing graphics.
- ☐ Pay **appropriate fees** for vending days (Minimum of \$90.00). Please see the online fee schedule or the FY08 general information letter for the appropriate fees.
- ☐ Copy of the Certificate of **Insurance**. Business Liability Insurance (auto insurance will not be accepted). List the: U.S. Dept. of Interior, BLM as **Additional Insured**.
- ☐ Copy of Imperial County **Business License (must be from Imperial County)**.
- ☐ Copy of Seller's Permit from the California Board of Equalization. The Sellers Permit needs to show a **sub-location** at the Imperial Sand Dunes or BLM managed lands in Imperial County.
- ☐ Copy of Septic Haulers permit/documentation to dump commercial waste within Imperial County (e.g. Westmorland city permit).
- ☐ Copy of the Imperial County Environmental Health Services **Food Permit or Septic Hauler Permit**.

NON-BLM PERMIT OFFICE INFORMATION:

Business License:

Imperial County Tax Collector
940 W Main ST STE 106
El Centro, CA 92243-2864
760-482-4301

ISDRA Permit

Bureau of Land Management
El Centro, CA 92243-9661
760-337-4400
Obtain purchase info at: www.ca.blm.gov/elcentro

Food & Septic Hauler Permits:

Imperial County
Environmental Health Services
797 Main ST STE B
El Centro, CA 92243-2842
760-336-8530

Sellers Permits:

California Board of Equalization
1550 W Main ST
El Centro, CA 92243-2105
760-352-3431
1-800-400-7115 (Sacramento) www.boe.ca.gov